Banner Self-Service for Students Manual

Canadore Self Service can be accessed via the Canadore website by clicking the Canadore Self Service tab located at the bottom of the website.

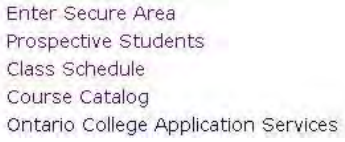
LOGIN

Your User ID is your Student Number (case sensitive) and your PIN is your Date of Birth (DDMMYY). You will be prompted to change your PIN on your first login. Your new PIN must be six numbers (no letters).

If you encounter problems with this process please contact please contact Canadore's Service Desk at extension 5800 or Angela Catahan in the Admissions Office at extension 5906.

Once you have entered your new PIN, you will be prompted to enter a Security Question and Answer. This can be used if you forget your PIN in the future.

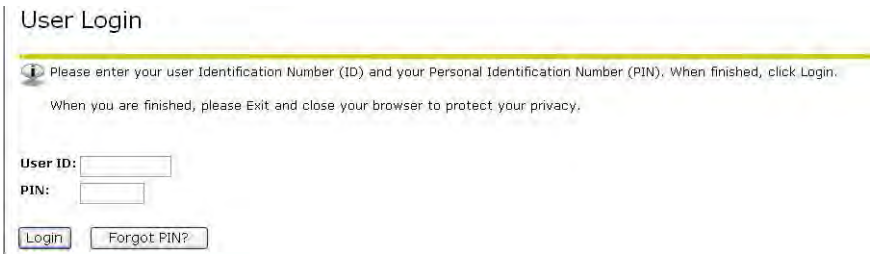
Enter Secure Area



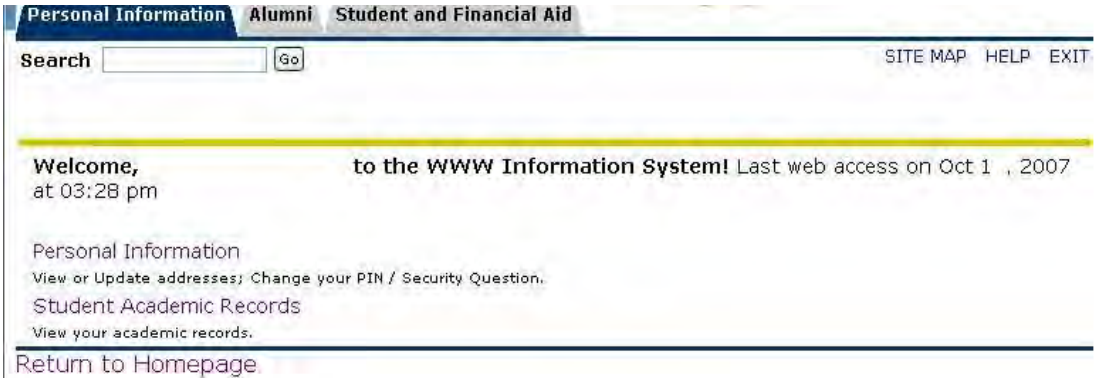
1. Select Enter Secure Area

Enter User ID and PIN and Click Login

2. Please enter your User Identification number (ID) and your Personal Identification number (PIN)


User Login
Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.
User ID:
PIN:
Login
Forgot PIN?

Within Self-Service, the user can view the **Personal Information** menu and **Student Academic Records** menu.



All Canadore students and faculty have the ability to update data within "**Personal Information".**

From these two menu items a user will have access and use of the following forms:

Personal Information Menu

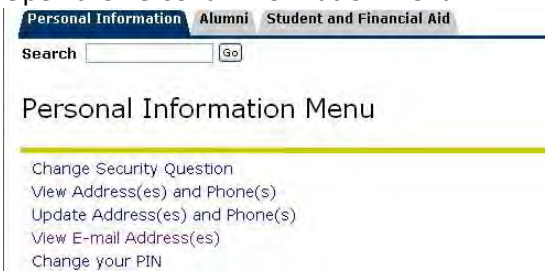
All **Personal Information** is entered, updated, and viewed using the **Personal Information Menu**, which is accessed using the **Main Menu**.

The **Personal Information Menu** allows users to complete vital activities such as determining what address the college uses to correspond with the student. This section describes how to:

- Access the Personal Information Menu
- Change a PIN
- Change Security Question
- View and Update Address (es) and Phone (s) Information
- View and Update E-mail Address (es) Information.

Accessing the Personal Information Menu

Open the **Personal Information** menu.



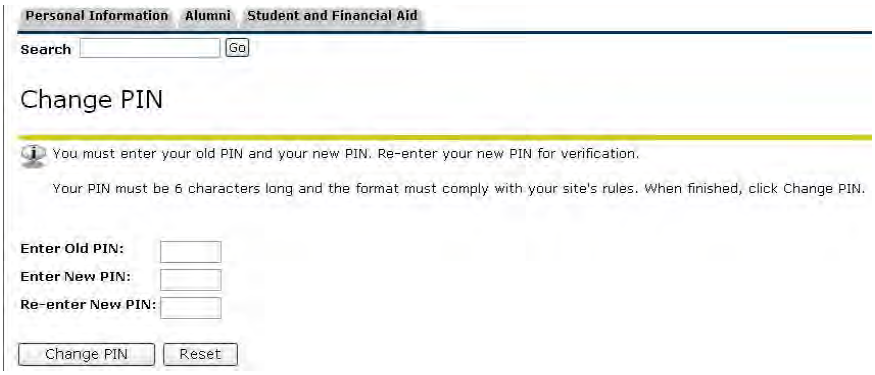
Changing a PIN

To **Change a PIN**, perform these steps:

1. On the **Personal Information Menu**, click **Change your PIN**. The **Change PIN** page appears.

2. In the corresponding fields, enter the **Old PIN** and enter a **New PIN**.

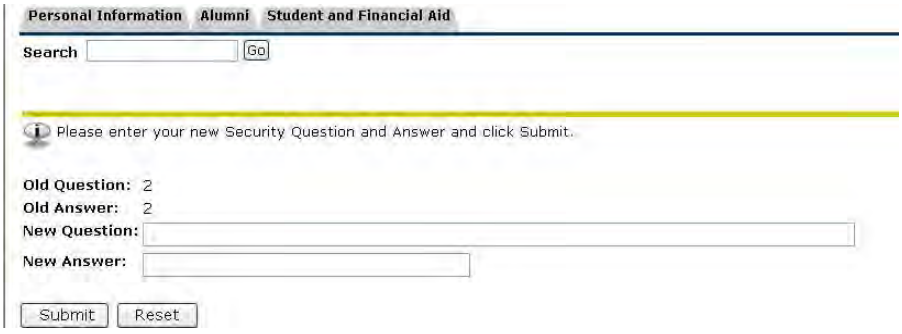
3. Click **Change PIN**. The **Personal Information Menu** appears, notifying you that "Your changes were saved successfully."


Personal Information
Alumni
Student and Financial Aid
Search
Go
Change PIN
You must enter your old PIN and your new PIN. Re-enter your new PIN for verification.
Your PIN must be 6 characters long and the format must comply with your site's rules. When finished, click Change PIN.
Enter Old PIN:
Enter New PIN:
Re-enter New PIN:
Change PIN
Reset

Changing Security Question

To **Change Security Question**, perform these steps:

1. On the **Personal Information Menu**, click **Change Security Question**. The **Security Question and Answer** page appears.



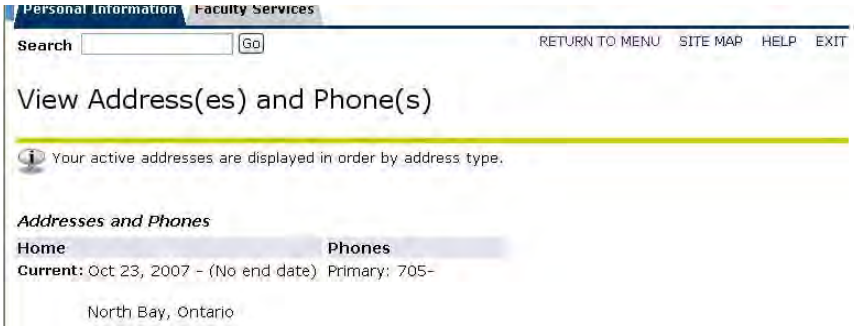
2. In the corresponding fields, enter the **New Question** and enter the **New Answer**.

3. Click **Submit**. The **Personal Information Menu** appears, notifying you that "Your changes were saved successfully."

Viewing and Updating Addresses and Phones To view

Addresses and Phones, perform these steps:

1. On the **Personal Information Menu**, click **View Addresses and Phones**. The **View Addresses and Phones** page appears.



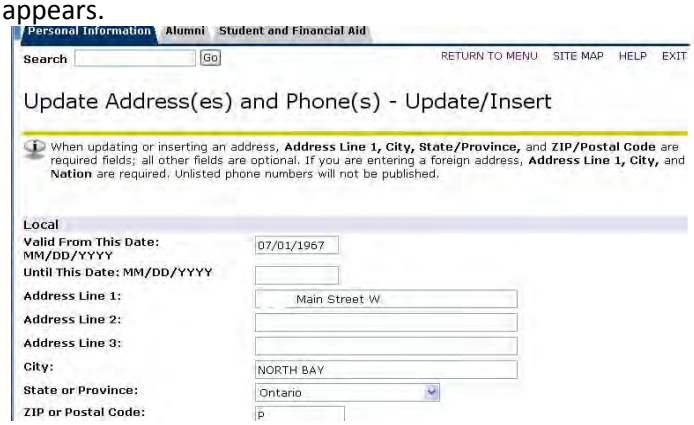
2. On the **View Address (es) and Phone(s)** page, review the current information.

3. To update an existing address, click on Exit on this page or click on Update Address(es) and Phone(s) on the bottom of this page.

The Update Address(es) and Phone (s) Form appears.

Update Address(es) and Phone(s) - Select Address
To update an existing address, click the link next to the corresponding address.
To insert a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.
Note: Entering overlapping dates may change the effective dates on existing address records.
For change of address information and USPS forms, click here. Use your browser's Back button to return to this page.
Addresses and Phones
Local
Phones
Current: Jul 01, 196 to (No end date)
Primary: None Provided
1- Main Street W
NORTH BAY, Ontario P1B
Canada
Home
Phones
Current: Jul 01, 1967 to (No end date)
Primary: 705-4
1- Main Street W
NORTH BAY, Ontario P1B
Canada
Type of Address to Insert:
Select
Submit

Click on **Current** or **Primary** and the **Update Addresses and Phones- Update/Insert** page appears.


Personal Information
Alumni
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Update Address(es) and Phone(s) - Update/Insert
When updating or inserting an address, Address Line 1, City, State/Province, and ZIP/Postal Code are required fields; all other fields are optional. If you are entering a foreign address, Address Line 1, City, and Nation are required. Unlisted phone numbers will not be published.
Local
Valid From This Date: MM/DD/YYYY
07/01/1967
Until This Date: MM/DD/YYYY
Address Line 1:
Main Street W
Address Line 2:
Address Line 3:
City:
NORTH BAY
State or Province:
Ontario
ZIP or Postal Code:
P

On the **Update Addresses and Phones-Update/Insert**, in the corresponding fields, enter the **New Address** and enter the **New Telephone Number** information

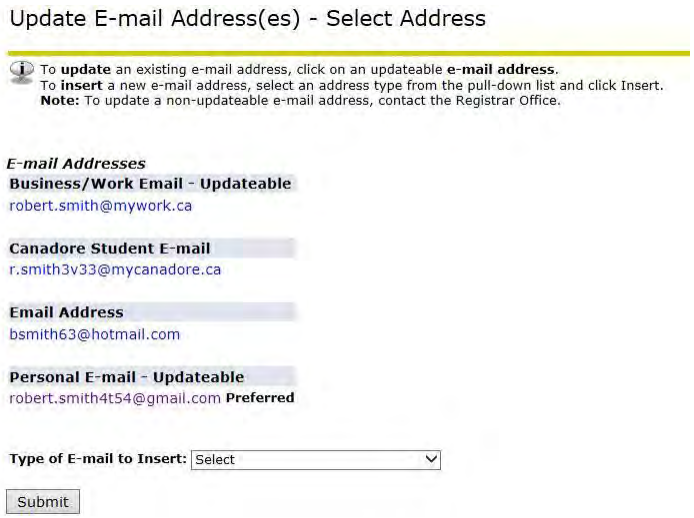
Click submit

The **Update Addresses and Phones-Select Address** page appears, displaying the current information changes.

Viewing your E-mail Address Information

To **View E-mail Addresses**, perform these steps:

1. On the **Personal Information Menu**, click **View E-mail Address**. The **View E- mail Addresses** page appears.


Update E-mail Address(es) - Select Address
To update an existing e-mail address, click on an updateable e-mail address.
To insert a new e-mail address, select an address type from the pull-down list and click Insert.
Note: To update a non-updateable e-mail address, contact the Registrar Office.
E-mail Addresses
Business/Work Email - Updateable
robert.smith@mywork.ca
Canadore Student E-mail
r.smith3v33@mycanadore.ca
Email Address
bsmith63@hotmail.com
Personal E-mail - Updateable
robert.smith4t54@gmail.com Preferred
Type of E-mail to Insert: Select
Submit

Student Academic Record Menu

The **Student Academic Record** allows users to complete vital activities from determining what classes a student has added, dropped, or changed and each activity determines what appears in the **Week at a Glance** and **Student Detail Schedule**.

The **Week at a Glance** and **Student Detail Schedule** displays a students' weekly class schedule and individual class details, including **Associated Term**, **CRN** (Course Reference Number), **Status**, and **Credit Hours**.

This section describes how to:

- Access the Registration Menu
- View Week at a Glance
- View Student Detail Schedule.
- View Active Registration and Registration History

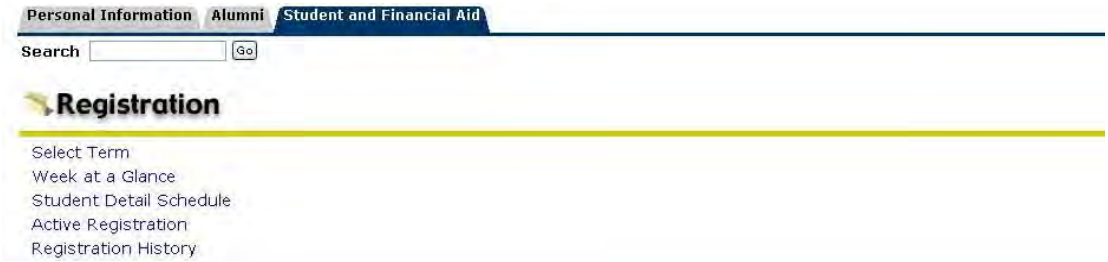
Accessing the Registration Menu

To access the **Registration Menu**, perform these steps: Instructions

1. On the **Main Menu**, click **Student Academic Record**. The **Student Academic Records Menu** appears.

Personal Information
Alumni
Student and Financial Aid
Search
Go
Student Academic Records
Financial Aid is not available at this time. Please contact the Student Financial Aid Centre at C221 for Information.
Registration
Display your class schedule.
Student Records
View your holds; Display your grades and transcripts.
Student Account

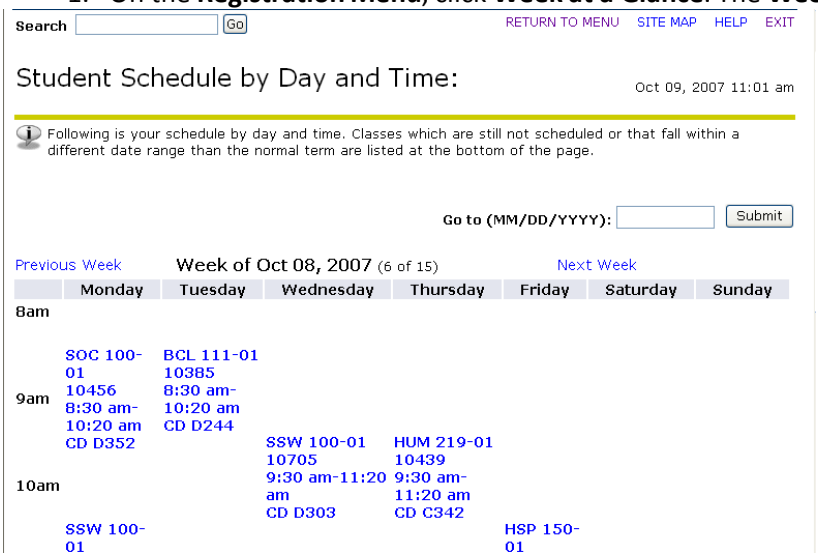
2. On the **Student Academic Records**, click **Registration**. The **Registration Menu** appears.



Viewing Week at a Glance

To view **Week at a Glance**, perform these steps:

1. On the **Registration Menu**, click **Week at a Glance**. The **Week at a Glance** page appears.

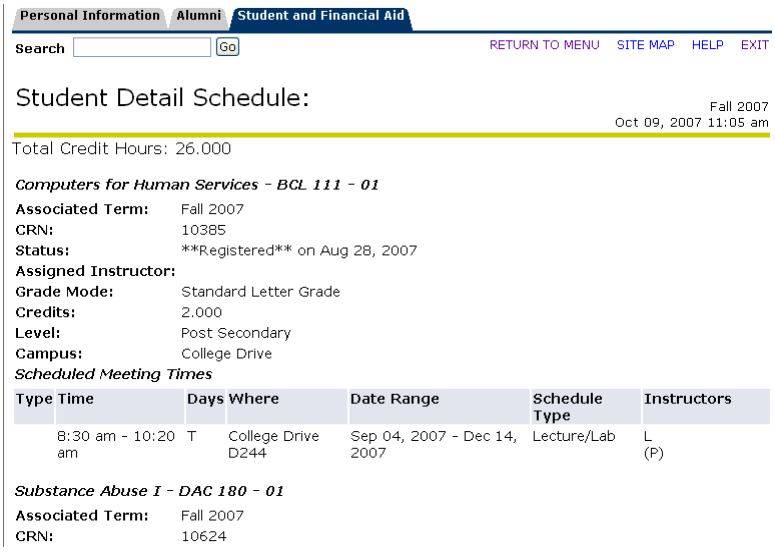


The Week at a Glance page helps students get acquainted with their schedule, and it allows them to print a copy for reference for easy class location and class time descriptions.

Viewing Student Detail Schedule

To view the **Student Detail Schedule**, perform these steps:

1. On the **Registration Menu**, click **Student Detail Schedule**. The **Student Detail Schedule** page appears.

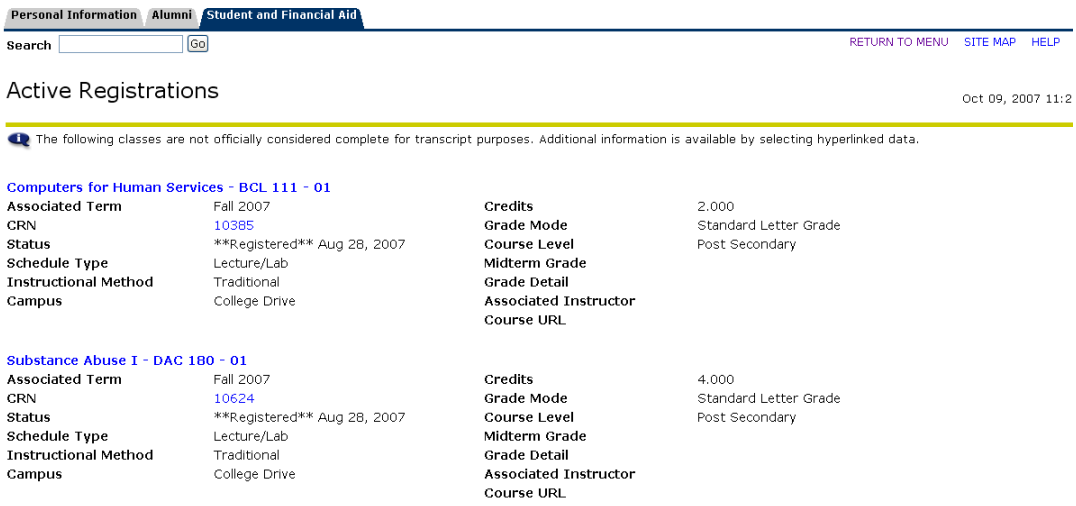

Personal Information
Alumni
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Student Detail Schedule:
Fall 2007
Oct 09, 2007 11:05 am
Total Credit Hours: 26.000
Computers for Human Services - BCL 111 - 01
Associated Term: Fall 2007
CRN: 10385
Status: **Registered** on Aug 28, 2007
Assigned Instructor:
Grade Mode: Standard Letter Grade
Credits: 2.000
Level: Post Secondary
Campus: College Drive
Scheduled Meeting Times
Type Time Days Where Date Range Schedule Type Instructors
8:30 am - 10:20 am T College Drive D244 Sep 04, 2007 - Dec 14, 2007 Lecture/Lab L (P)
Substance Abuse I - DAC 180 - 01
Associated Term: Fall 2007
CRN: 10624

The Student Detail Schedule page helps students get acquainted with their Assigned Instructors, and it allows them to print a copy for reference for Campus location and other relevant information.

Viewing Active Registration

To view **Active Registration**, perform these steps:

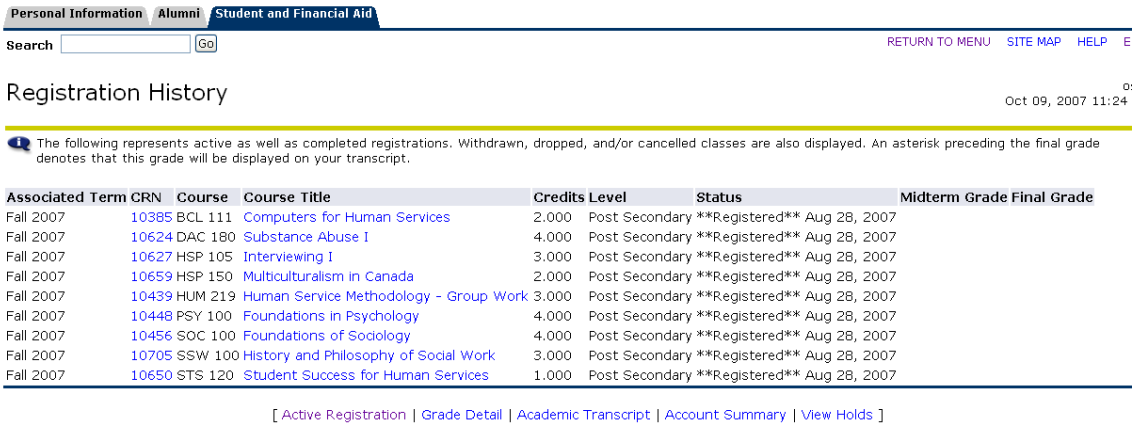
1. On the **Registration Menu**, click **Active Registration**. The **Active Registration** page appears.



Viewing Registration History

To view **Registration history**, perform these steps:

1. On the **Registration Menu**, click **Registration History**. The **Registration History** page appears.


Personal Information
Alumni
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
Registration History
Oct 09, 2007 11:24
The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.
Associated Term CRN Course Course Title Credits Level Status Midterm Grade Final Grade
Fall 2007 10385 BCL 111 Computers for Human Services 2.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10624 DAC 180 Substance Abuse I 4.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10627 HSP 105 Interviewing I 3.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10659 HSP 150 Multiculturalism in Canada 2.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10439 HUM 219 Human Service Methodology - Group Work 3.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10448 PSY 100 Foundations in Psychology 4.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10456 SOC 100 Foundations of Sociology 4.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10705 SSW 100 History and Philosophy of Social Work 3.000 Post Secondary **Registered** Aug 28, 2007
Fall 2007 10650 STS 120 Student Success for Human Services 1.000 Post Secondary **Registered** Aug 28, 2007
[Active Registration | Grade Detail | Academic Transcript | Account Summary | View Holds]

Working with Student Records

All **Student Records** activities are conducted using the **Student Records Menu**, which is first accessed from the **Main Menu** and then accessed from the **Student & Financial Aid Menu.**

The **Student Records Menu** allows users to complete vital activities from viewing account holds, to viewing final semester grades, transcripts, and other relevant student information.

This section describes how to:

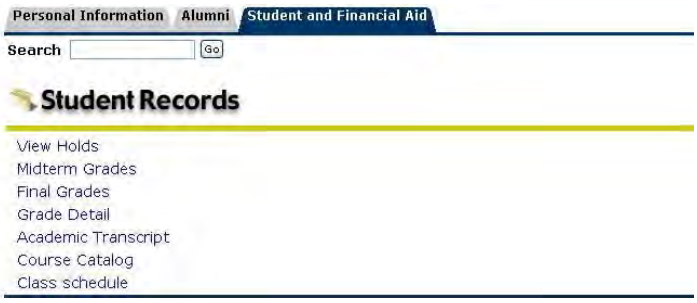
- Access the Student Records Menu
- View Holds
- View Midterm/Final Grades
- View Transcripts

Accessing the Student Records Menu

To access the **Student Records Menu**, perform these steps:

1. On the **Main Menu**, click **Student Academic Record**. The **Student & Financial Aid Menu** appears.

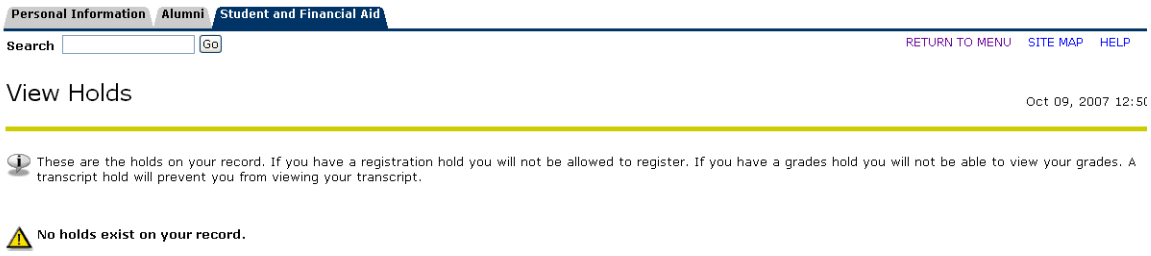
2. On the **Student & Financial Aid Menu**, click **Student Records**. The **Student Records Menu** appears.



Viewing Holds

To **View Holds**, perform these steps:

1. On the **Student Records Menu**, click **View Holds**. The **View Holds** page appears.


Personal Information
Alumni
Student and Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
View Holds
Oct 09, 2007 12:5
These are the holds on your record. If you have a registration hold you will not be allowed to register. If you have a grades hold you will not be able to view your grades. A transcript hold will prevent you from viewing your transcript.
No holds exist on your record.

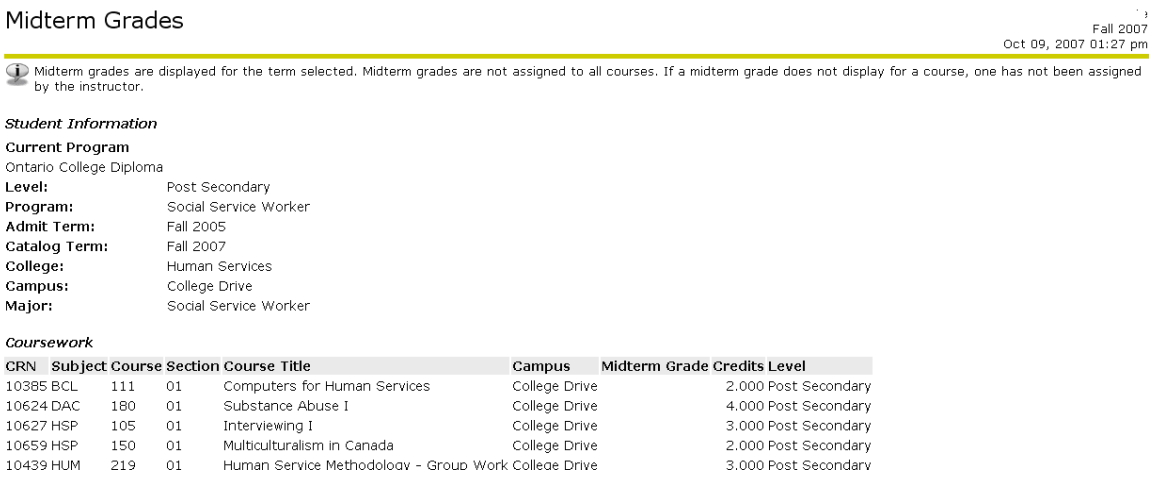
Viewing Final/Midterm Grades

To **View Final/Midterm Grades**, perform these steps:

1. On the **Student Records Menu**, click **Final Grades/Midterm Grades**. The **Final Grades/Midterm Grades** page appears.

2. In the **Select a Term** drop-down list, select the desired term.

3. Click **Submit**. The **Final Grades/Midterm Grades** page appears, including final/midterm course grade details.



Midterm Grades

Fall 2007
Oct 09, 2007 01:27 pm

Midterm grades are displayed for the term selected. Midterm grades are not assigned to all courses. If a midterm grade does not display for a course, one has not been assigned by the instructor.

Student Information

Current Program
Ontario College Diploma

Level:	Post Secondary
Program:	Social Service Worker
Admit Term:	Fall 2005
Catalog Term:	Fall 2007
College:	Human Services
Campus:	College Drive
Major:	Social Service Worker

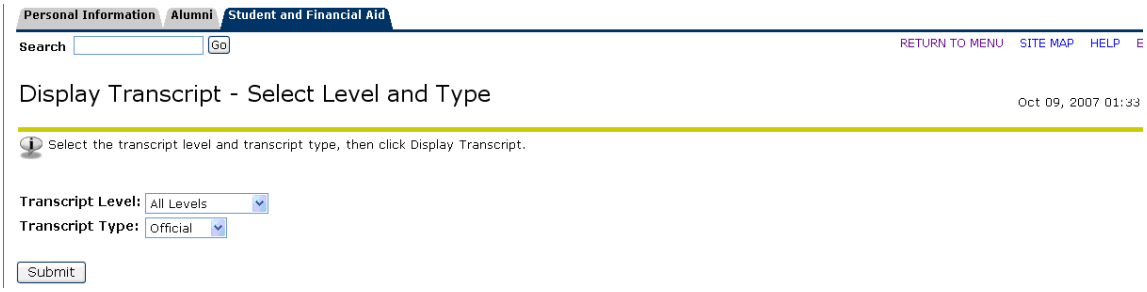
Coursework

CRN	Subject	Course	Section	Course Title	Campus	Midterm Grade	Credits	Level
10385	BCL	111	01	Computers for Human Services	College Drive		2.000	Post Secondary
10624	DAC	180	01	Substance Abuse I	College Drive		4.000	Post Secondary
10627	HSP	105	01	Interviewing I	College Drive		3.000	Post Secondary
10659	HSP	150	01	Multiculturalism in Canada	College Drive		2.000	Post Secondary
10439	HUM	219	01	Human Service Methodology - Group Work	College Drive		3.000	Post Secondary

Viewing a Transcript

To **View a Transcript**, perform these steps:

1. On the **Student Records Menu**, click **Academic Transcript**. The **Academic Transcript Options** page appears.



Personal Information | Alumni | Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP E

Display Transcript - Select Level and Type

Oct 09, 2007 01:33

Select the transcript level and transcript type, then click Display Transcript.

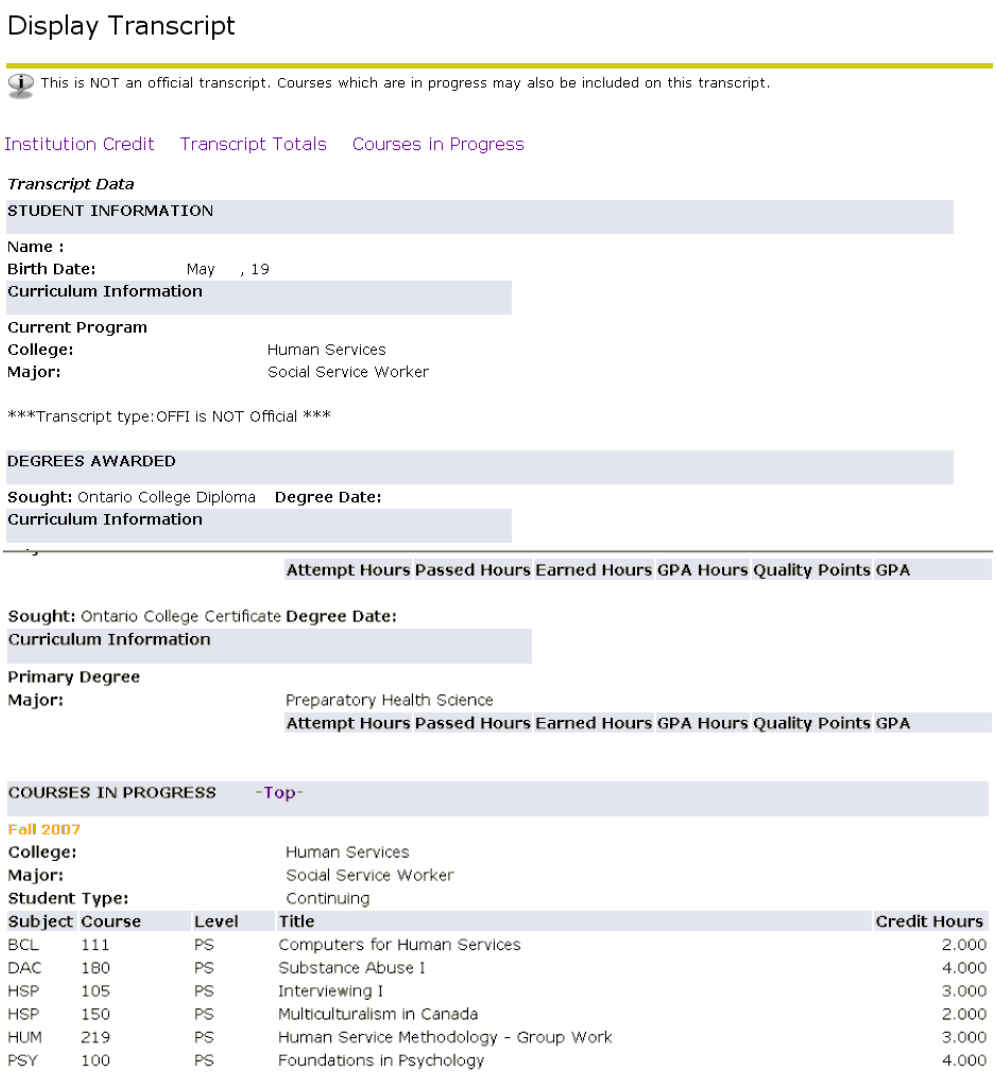
Transcript Level: All Levels

Transcript Type: Official

Submit

2. In the **Transcripts Level** and **Transcript Type** drop-down lists, select the desired transcript details.

3. Click **Submit**. The **Academic Transcript** page appears.



Display Transcript

This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit Transcript Totals Courses in Progress

Transcript Data

STUDENT INFORMATION

Name :
Birth Date: May , 19

Curriculum Information

Current Program
College: Human Services
Major: Social Service Worker

***Transcript type:OFFI is NOT Official ***

DEGREES AWARDED

Sought: Ontario College Diploma **Degree Date:**

Curriculum Information

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA

Sought: Ontario College Certificate **Degree Date:**

Curriculum Information

Primary Degree
Major: Preparatory Health Science

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA

COURSES IN PROGRESS -Top-

Fall 2007
College: Human Services
Major: Social Service Worker
Student Type: Continuing

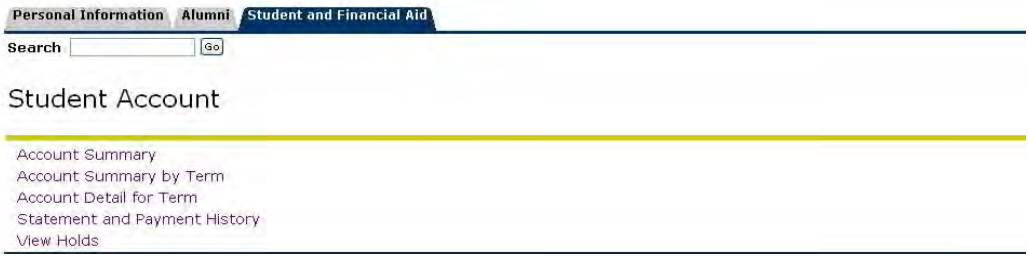
Subject	Course	Level	Title	Credit Hours
BCL	111	PS	Computers for Human Services	2.000
DAC	180	PS	Substance Abuse I	4.000
HSP	105	PS	Interviewing I	3.000
HSP	150	PS	Multiculturalism in Canada	2.000
HUM	219	PS	Human Service Methodology - Group Work	3.000
PSY	100	PS	Foundations in Psychology	4.000

Note: The transcript is only considered Official if it is signed and sealed by the Registrar.

Viewing Account Information

To **View Account Information**, perform these steps:

1. On the **Student Academic Records Menu**, click **Student Account** and the **Student Account Menu** page appears.



*Click **Account Summary** or **Account Summary by Term**. The **Account Summary or Account by Term** page appears.*

Note: **If you require clarification or have any questions with respect to transactions in your account please contact the Admissions Office at extension 5123 or the Finance Office at extension 5507.**

Returning to the Main Menu & Logging Out

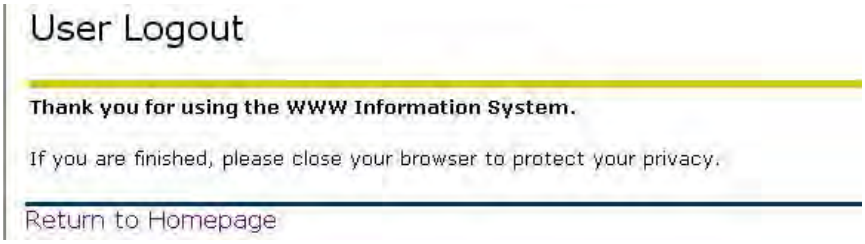
To Return to the main Menu and Logout, perform these step:

1. On the last page accessed, click **Return to Menu** jn the upper right hand corner of the page. The **Student Record Menu** appears or the last page accessed appears.

2. On the **Student Record Menu** page, click **Return to Menu**. **The Main Menu** appears.

3. On the **Main Menu**, click **Exit** in the upper right hand corner of the page

   The **Final Logout** page appears.


User Logout
Thank you for using the WWW Information System.
If you are finished, please close your browser to protect your privacy.
Return to Homepage

As a matter of security users need to completely logout of their session when they are finished using Banner Faculty and Advisor Self-Service.

Version 3